



San Bernardino Associated Governments

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Web: www.sanbag.ca.gov



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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
-

AGENDA

Administrative Committee Meeting

September 8, 2010

9:00 a.m.

Location

SANBAG

Super Chief Conference Room

1170 W. 3rd Street, 2nd Floor

San Bernardino, CA

Administrative Committee Membership

Chair – SANBAG Vice President

Council Member Bea Cortes
City of Grand Terrace

SANBAG President

Supervisor Brad Mitzelfelt
County of San Bernardino

SANBAG Past President

Mayor Paul Eaton
City of Montclair

Mt./Desert Representatives

Mayor Rick Roelle
Town of Apple Valley

Council Member Mike Leonard
City of Hesperia

Supervisor Neil Derry
County of San Bernardino

East Valley Representatives

Mayor Patricia Gilbreath
City of Redlands

Mayor Patrick Morris
City of San Bernardino

Supervisor Josie Gonzales
County of San Bernardino

West Valley Representatives

Mayor John Pomierski
City of Upland

Mayor Dennis Yates
City of Chino

Supervisor Paul Biane
County of San Bernardino

San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

The San Bernardino County Transportation Commission, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.

The San Bernardino County Transportation Authority, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.

The Service Authority for Freeway Emergencies, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.

The Congestion Management Agency, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.

As a Subregional Planning Agency, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
Service Authority for Freeway Emergencies
County Congestion Management Agency**

AGENDA

Administrative Committee Meeting

**September 8, 2010
9:00 a.m.**

Location: SANBAG, Super Chief Conference Room, 1170 W. 3rd Street, 2nd Floor,
San Bernardino

CALL TO ORDER 9:00 a.m.
(Meeting Chaired by Bea Cortes)

1. Pledge of Allegiance
- II. Attendance
- III. Announcements
- IV. Agenda Notices/Modifications – Anna Aldana

Notes/Actions

1. Possible Conflict of Interest Issues for the Administrative Committee Meeting September 8, 2010. Pg. 5

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

Administrative Matters

2. Attendance Register Pg. 6

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

3. August 2010 Procurement Report Pg. 8

Receive Monthly Procurement Report. William Stawarski

Discussion Items

Administrative

4. **Amendment to Contract C09054 with the County of San Bernardino for Project Management Services for the Implementation of a New Financial Management Software System** Pg. 10

Approve Amendment Number 2 to Contract C09054 with the County of San Bernardino for Financial Management Software System Project Management and Implementation Assistance by increasing the contract authority by \$60,000 as outlined in the Financial Impact Section. **Duane Baker**

5. **SANBAG Policy 10107 – Compensation Administration and Policy 10115 – Performance Evaluation Plan** Pg. 15

1. Approve the amendments to Policy 10107 – Compensation Administration as detailed in Attachment A.

2. Approve the amendments to Policy 10115 – Performance Evaluation Plan as detailed in Attachment B. **Duane Baker**

6. **Executive Director Authority for Procurements** Pg. 27

Approve amendments to Policy 11000 increasing the Executive Director's authority for approving sole source procurements from \$25,000 to \$50,000 and approving assorted non substantive changes to improve the clarity of the policy as shown on the attached Exhibit A. **Duane Baker**

Program Support/Council of Governments

7. **State & Federal Legislative Update** Pg. 36

1) Adopt a SUPPORT position on H.R. 5766; and

2) Receive and file the State & Federal Legislative Update.
Aaron Hake

Comments from Committee Members

Public Comment

ADJOURNMENT

Additional Information

Acronym List

Pg. 38

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Meeting Procedures and Rules of Conduct

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Agenda Actions – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

Closed Session Agenda Items – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. "Public Testimony on any Item" still apply.*

Disruptive Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

**SANBAG General Practices for Conducting Meetings
of
Board of Directors and Policy Committees**

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

The Vote as specified in the SANBAG Bylaws.

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he would like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

Adopted By SANBAG Board of Directors January 2008

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 1

Date: September 8, 2010

Subject: Information Relative to Possible Conflict of Interest

Recommendation*: Note agenda items and contractors/subcontractors which may require member abstentions due to possible conflicts of interest.

Background: In accordance with California Government Code 84308, members of the Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
		None	

Financial Impact: This item has no direct impact on the budget.

Reviewed By: This item is prepared monthly for review by the Board of Directors and Policy Committee members.

*

Approved
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD – 2010

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Paul Biane Board of Supervisors	X			X	X		X	X				
Patrick Morris City of San Bernardino	X	X		X	X	X	X	X				
Mike Leonard City of Hesperia	X	X	X	X	X	X	X	X				
Patricia Gilbreath City of Redlands	X	X	X	X	X	X	X					
Paul Eaton City of Montclair	X	X	X		X	X	X	X				
Josie Gonzales Board of Supervisors	X	X		X	X	X		X				
Brad Mitzelfelt Board of Supervisors	X	X		X	X	X	X	X				
Gary Ovitt Board of Supervisors	X	X			X	X	X	X				
Bea Cortes City of Grand Terrace	X	X	X	X	X	X	X	X				
Dennis Yates City of Chino	X	X	X	X	X	X	X	X				
John Pomierski City of Upland	X	X	X	X	X	X	X	X				
Rick Roelle Town of Apple Valley	X	X	X	X		X	X	X				
Neil Derry Board of Supervisors	X			X	X	X	X	X				

X = Member attended meeting.

Empty box = Member did not attend meeting

Crossed out box = Not a member at the time.

ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD – 2009

Name	Jan	Feb	March	April	May	June	July	Aug	*Sept	Oct	Nov	*Dec
Paul Biane Board of Supervisors	X	X		X	X	X		X		X		
Patrick Morris City of San Bernardino	X	X	X	X	X	X	X	X		X	X	
Mike Leonard City of Hesperia	X	X		X	X	X	X	X		X	X	
Bea Cortes City of Grand Terrace	X											
Patricia Gilbreath City of Redlands		X	X	X	X	X	X	X		X	X	
Paul Eaton City of Montclair	X	X	X		X	X	X	X		X	X	
Josie Gonzales Board of Supervisors										X	X	
Brad Mitzelfelt Board of Supervisors	X		X			X	X	X		X	X	
Gary Ovitt Board of Supervisors		X	X	X	X	X		X		X		
Dennis Yates City of Chino	X	X	X	X	X	X	X	X		X	X	
Gwenn Norton-Perry City of Chino Hills	X	X		X	X	X	X			X		
Rick Roelle Town of Apple Valley		X		X		X		X				
Neil Derry Board of Supervisors							X	X		X	X	

X = Member attended meeting.

Empty box = Member did not attend meeting

Crossed out box = Not a member at the time.

*The Administrative Committee did not meet in September and December

admatt09.docx

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 3

Date: September 8, 2010

Subject: August 2010 Procurement Report

Recommendation:* Receive Monthly Procurement Report

Background: The Board of Directors approved the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997. The Executive Director, or designee, is authorized to approve Purchase Orders up to an amount of \$50,000. All procurements for supplies and services approved by the Executive Director, or designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the month of August 2010.

Financial Impact: This item imposes no impact on the FY 2010/2011 Budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

Reviewed By: This item is scheduled for review by the Administrative Committee on September 8, 2010.

Responsible Staff: William Stawarski, Chief Financial Officer

*

Approved
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.

ADM1009a-cac

ISF11

August 2010 Report of Purchase Orders

PO No.	PO Issue Date	Vendor	Purpose	Amount
RCMS #				\$
EDEN #				
P11065	08/24/10	Hinderliter, de Llamas & Associates	FY 2010/2011 Sales Tax Analysis	9,600.00
4000425				
*Note: Sole Source justification is noted in the Purpose statement, if applicable. Total \$				9,600.00

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
 ■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 4

Date: September 8, 2010

Subject: Amendment to Contract C09054 with the County of San Bernardino for Project Management Services for the Implementation of a New Financial Management Software System

Recommendation:* Approve Amendment Number 2 to Contract C09054 with the County of San Bernardino for Financial Management Software System Project Management and Implementation Assistance by increasing the contract authority by \$60,000 as outlined in the Financial Impact Section.

Background: On September 3, 2008, the SANBAG Board of Directors approved Contract C09054 with the County of San Bernardino to provide project management support for the development and implementation of the SANBAG Financial Management Software System. The original amount was not to exceed \$257,400 and was to cover a 20 month period.

As work has progressed on this project and the details and intricacies involved in implementing an entirely new financial and project accounting system became apparent, it was clear that additional resources were needed for this project. In Fiscal Year 2009/2010, the Board of Directors approved the first amendment to this contract for \$50,000. As the implementation continues, County ISD has started the task of documenting procedures and writing the user manual for our staff based on the training that has been received from the vendor for the accounting software to date. There is also a continued need for customization of

*

Approved
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.

ADM1009a-DAB

Attachment:

C09054-2

this software to meet the unique requirements of SANBAG. Finally, there is a continued need for project management services as we implement the last payroll and advanced budgeting modules of the new software system. These needs were reflected in the approved Fiscal Year 2010/2011 budget but the contract authority was not increased. This action will increase the contract authority consistent with the budget.

Financial Impact: This item is consistent with the adopted Fiscal Year 2010/2011 budget. Funding for the additional \$60,000 is provided in Task Number IAM11. Approval of this amendment will bring the contract total since September 2008 to \$367,400.

Reviewed By: This item will be reviewed by the Administrative Committee on September 8, 2010.

Responsible Staff: Duane A. Baker, Director of Management Services

by and between San Bernardino Associated Governments and County of San Bernardino
for Project Management Services for the Implementation of Financial Management System

CONTRACT MANAGEMENT			
Check all applicable boxes:			
<input checked="" type="checkbox"/> Intergovernmental	<input type="checkbox"/> Private	<input type="checkbox"/> Federal Funds	<input type="checkbox"/> State/Local Funds
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)		<input type="checkbox"/> Underutilized DBE (UDBE)	

AMENDMENT NO. 2
TO CONTRACT C09054

By and Between
SAN BERNARDINO ASSOCIATED GOVERNMENTS

And
COUNTY OF SAN BERNARDINO

For Project Management Services for the Implementation of Financial
Management System

This Amendment #2 to Contract No. C09054 ("Contract") is made and entered this 6th day of October, 2010 by and between San Bernardino Associated Governments (hereafter referred to as "SANBAG") and the County of San Bernardino (hereafter referred to as "County").

WITNESSETH

WHEREAS, on September 3, 2008, SANBAG Board of Directors executed a Memorandum of Understanding with the County for consulting services in the form of project management expertise from the County Information Services Department (ISD) to assist with the implementation of a Financial Management Software System; and

WHEREAS, SANBAG desires project management services from ISD beyond the period and amount originally contemplated in the Contract.

NOW THEREFORE, SANBAG and County agree to the following:

1. SANBAG shall pay an additional \$60,000 for approximately 663 hours of additional project management services from ISD at the rate of \$90.50/hour per the terms of the MOU.
2. All other terms and conditions of the Contract shall remain the same.

**SAN BERNARDINO ASSOCIATED
GOVERNMENTS**

**COUNTY OF SAN BERNARDINO
INFORMATION SERVICES
DEPARTMENT**

Brad Mitzelfelt Date
President

Stephen P. Hall Date
Chief Information Officer

APPROVED AS TO LEGAL FORM

Jean-Rene Basle Date
SANBAG Counsel

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
 ■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 5

Date: September 8, 2010

Subject: SANBAG Policy 10107 – Compensation Administration and Policy 10115 – Performance Evaluation Plan

Recommendation:*

1. Approve the amendments to Policy 10107 – Compensation Administration as detailed in Attachment A.
2. Approve the amendments to Policy 10115 – Performance Evaluation Plan as detailed in Attachment B.

Background: On June 2, 2010, the SANBAG Board of Directors approved the results and recommendations related to a Classification and Compensation study that was conducted for SANBAG by the firm Public Sector Personnel Consultants. Since that approval, SANBAG staff has been working to incorporate the changes into our system of performing employee evaluations. This work has led us to the need to modify SANBAG policies.

The proposal is to modify procedures used for merit based annual evaluations and preliminary evaluations for new employees and to consolidate all employee evaluations to take place at the same time each year.

When the Classification and Compensation study was completed, SANBAG staff used that as an opportunity to look for ways to improve how we evaluate employees and provide them with feedback on their performance. One improvement is to consolidate all employee evaluations so that they take

*Approved
Administrative Committee*

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.

ADM1009b-DAB

Attachment:

Policy10115REV.DRAFT-ttm

Policy10107REV.DRAFT-ttm

place at the same time each year. Currently, employee evaluations take place annually on the anniversary date of the employee passing their initial six month review. Because of this fact, employee evaluations currently take place throughout the year. This requires SANBAG to track various anniversary dates and prepare evaluation packets for supervisors to complete at many different times throughout the year. A benefit of consolidating all evaluations to the same time each year is to simplify administering the process. The preparation of the evaluation materials can be done at one time. Another benefit is that this will help to make our evaluation process a much more consistent one within each area of SANBAG and across SANBAG as a whole. As supervisors complete evaluations at one time, they will be more consistent as they rate their employees. Also, each year Human Resources staff can brief supervisors on the evaluation process and on key factors to consider as they start evaluations of their employees. With all evaluations being due at the same time, it will be easier to hold supervisors accountable for completing their evaluations of employees.

Consistency has become even more important as SANBAG implements the recommendations of the Classification and Compensation Study. With the approval of the Study we moved away from the rigid step system where merit increases after evaluations were locked at either 2.5% or 5%. Instead SANBAG now has a system that allows merit increases anywhere within a range from 0% to 5%. Each employee is not automatically entitled to a merit increase and just because an employee is recommended for a merit increase doesn't mean that they will automatically receive a 5% increase. The new system recognizes that there may be different levels of performance and that this should be recognized in the evaluation and in the recommendation for merit increases as well. The Study also established that within each salary range for a position, the midpoint salary is the standard that a fully capable and competent employee should be at. Due to this, employees below mid step would be expected to move fairly quickly toward the mid step salary based on performing a competent job and gaining experience in the organization. Employees above mid step are rewarded for excellent and exemplary performance in order to earn a merit increase. The concept is not to reward an employee for occupying space but for showing initiative, motivation, excellent team work and general excellence in carrying out their job.

In order to accomplish these changes, amendments are required in Policy 10107 and 10115. The amendments eliminate reference to number of hours worked before having an evaluation and instead reference the number of months worked. The amendments also create a process that gets all employees onto a schedule of receiving their annual evaluation in July. New employees or newly reclassified employees will continue to receive an evaluation after six months on the job.

These employees will also receive a second evaluation. However, instead of receiving their second evaluation 12 months after the six month evaluation, they will now receive their second evaluation on either the first or second July following their six month evaluation. All evaluations after this will then occur annually in July. The result is that some new employees may receive their second evaluation in as little as 7 month or as many as 18 months following their initial six month evaluation. After that, they will receive their evaluations annually.

Since the policies relating to evaluations currently specify specific increments between evaluations based on hours worked, it is necessary to amend those policies to allow this consolidation of evaluations.

Financial Impact: This item has no financial impact. This item does not change the amounts authorized for merit performance increases nor does it change the necessity for performance evaluations. This item simply changes when the evaluations take place so that annual evaluations may be consolidated to take place in July of each year.

Reviewed By: This item will be reviewed by the Administrative Committee on September 8, 2010.

Responsible Staff: Duane A. Baker, Director of Management Services

Attachment A

San Bernardino Associated Governments	Policy	10107
Adopted by the Board of Directors August 7, 1991	Revised	DRAFT 9/8/10 6/2/10
Compensation Administration	Revision No.	7 6

Table of Contents

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I. PURPOSE

The purpose of this policy is to establish SANBAG's compensation plan consisting of a salary plan, a performance evaluation process, a benefits plan, and recognition/rewards program.

II. REFERENCES

Policy 10107 Appendix A, SANBAG Salary Plan
Policy 10110, Employee Status and Classification
Policy 10115, Performance Evaluation Plan
Policy 10118, Layoffs
Policy 10122, Benefits

III. POLICY

- A. SANBAG shall maintain a compensation plan. The SANBAG Board of Directors approves salary ranges, rates, and employee benefits, usually during consideration of the Executive Director's recommendations for adoption of the annual budget. **Refer to Policy 10122 for employee benefits.**
- B. Policies related to salary ranges require adoption by the SANBAG Board of Directors. The Executive Director shall have the authority to interpret SANBAG's personnel policies and procedures.
- C. The Executive Director is responsible for establishing definitive guidelines on the adjustment of individual salaries. All salary adjustments require approval by the Executive Director subject to budget authorization provided by the SANBAG Board of Directors. The Executive Director may grant an increase of more than 5% for outstanding performance.

IV. DEFINITIONS

Anniversary Date: An employee's original date of hire in a regular position is the anniversary date for computation of benefits. Refer to [Policy 10110](#) for definition of "regular".

Classification: Refer to [Policy 10110](#) for definition.

Evaluation Date: Date established to evaluate an employee's performance in a particular position. The evaluation date changes depending upon the start date in the position. Refer to [Policy 10115](#).

Position: A position is a post of employment assigned to a specific organizational unit and a specific supervisor.

Reclassification: The salary range, duties, and/or classification (refer to [Policy 10110](#) for definition/description of classification) are adjusted, either higher or lower as a result of an evaluation of duties and responsibilities.

Salary Range: The minimum and maximum of the salary for a particular classification or group of classifications. The range is based upon skills and responsibilities required for work performed in comparison with other work performed within the Agency and in comparison with the competitive labor market.

Service Hours: All hours in a paid status during an employee's regular tour of duty, up to 80 hours per pay period. Time without pay, disability payments, Medical Emergency Leave, and overtime hours do not count as service hours.

Time-in-Position: The amount of time an employee has been in his/her present position.

Underfill: Employee appointed to a position at a lower classification/range (based on skill and experience level) than at the higher budget-approved classification/range.

V. SALARY PLAN

The Salary Plan is reviewed each fiscal year during the budget process. Included are all of the fixed salary ranges (minimum through maximum salary rates of pay) for senior management and for each of the SANBAG authorized classifications (**senior**, administrative/professional, and support staff). SANBAG may modify wage ranges from time to time. The Salary Plan is adopted upon approval by the SANBAG Board of Directors. **Refer to Policy 10107 Appendix A, SANBAG Salary Plan.**

VI. SALARY RANGES

Salaries are set on specific ranges determined by the skills and responsibilities required by the position. SANBAG establishes a range for each authorized classification. Generally, the midpoint of a salary range is the level at which a competently performing employee would be placed and movement from midpoint to the maximum of the range would be to recognize superior performance.

VII. START RATES

Before an employment offer is made to an outside candidate or a transfer applicant, the position and starting rate requires approval from the Executive Director or his/her designee.

VIII. GUIDELINES FOR ADJUSTING INDIVIDUAL SALARIES

A. First Advancement

~~The new employee shall be eligible for the first step advancement as follows:~~ New employees are eligible for salary adjustments after completing 6 months in position. New employees will receive a second evaluation on the first or second July following the 6 months in position evaluation. Increases within a specific range are based upon job performance. Increases of 5% are only authorized when job performance results are excellent or exceptional. Refer to Policy 10115.

1. Support Staff

~~New support staff employees may be eligible to receive up to a 5% increase following their initial 1040 service hours in the position and upon recommendation of the supervisor. Support staff may be eligible for a subsequent increase of up to 5% each 2080 service hours thereafter.~~

2. Administrative/Professional Staff

~~a. New administrative/professional staff employees may be eligible to receive up to a 5% increase following satisfactory completion of their initial 1040 service hours in the position and upon recommendation of the supervisor. Administrative/professional staff may be eligible for a subsequent increase of up to 5% each 2080 service hours thereafter.~~

~~b. Increases within a specific range are based upon job performance. Increases of 5% are only authorized when job performance results are excellent/exceptional.~~

3. Senior Management Staff

- a. ~~The Senior Management ranges (refer to Policy 10110) allow for variation by position to acknowledge relative job market differential within the Senior Management Group.~~
- b. ~~Increases within a range are based upon job performance and are only authorized when job performance results are excellent / exceptional. Advancement within a range is not automatic.~~
- c. ~~The Executive Director is authorized to approve advancement within a range up to 5%, based on job performance.~~

4. Executive Director Authorization for Adjustments Over 5%

The Executive Director is authorized to approve advancement within a range beyond 5%, based only in cases of truly exceptional job performance and a determination that the increase is consistent with the job requirements as established by the agency.

B. Subsequent Advancements

For new employees, after the 6 months in position evaluation and the second evaluation, ~~Evaluations for subsequent advancement within the range occur after another 2080 service hours in July at the beginning of the new fiscal year, along with all other regular employees. The evaluation date is established to coincide with completion of 2080 service hours after the effective date of the last advancement.~~

Example: ~~For a new support staff employee who started in January 2000, successfully completed 1040 service hours, and upon recommendation of the supervisor had a first advancement that was effective in June 2000, the next evaluation would be after 2080 service hours, normally sometime in June 2001.~~

Approval for advancement is based upon ~~completion of the necessary minimum time in position,~~ work performance, and supervisor's recommendation. Refer to Policy 10115.

Eligibility for advancements ~~within the salary range is effective starts~~ at the beginning of the first pay period following the ~~one in which an employee completes the required number of service hours start of the new fiscal year. For example, if an employee completes 2080 service hours sometime in Pay Period 7 (which ends on March 23, 2001) and is approved for advancement, his/her advancement would not be implemented until the beginning of Pay Period 8 (which starts on March 24, 2001).~~

An employee whose advancement has been denied shall be eligible for reconsideration for advancement as provided in Policy 10115.

C. Underfill

In specific circumstances based on skill and experience level, SANBAG may appoint an individual to a lower classification than to the higher budget-approved open classification. For example, SANBAG may underfill a ~~Secretary II Administrative Assistant, Senior~~ opening by appointing an employee to a ~~Secretary I Administrative Assistant~~ classification rather than to the higher ~~Secretary II Administrative Assistant, Senior~~ classification. Advancement from the underfill classification to the budget-approved classification is an upgrade appointment (even in an underfill situation). Upgrades are based on an employee's demonstration of the skills and responsibilities required of a position.

D. Technical Title Change

A change in the title of a position without any change in salary range or substantial change in the relevant grade-determining duties or requirements shall constitute a technical title change. There is no probation period.

E. Appointment to Upgraded Classification

Appointment to an upgraded classification follows the same progression as a new hire; ~~i.e., advancement based upon completion of time in position (1040 service hours), work performance, and supervisor's recommendation, and subsequent advancements each 2080 service hours thereafter.~~ Upgraded classifications are subject to probationary status as appropriate, but may be waived by the Executive Director.

F. Emergency Classification

If classification action on a position is urgent, the Executive Director may allocate the position to a new classification. The temporary allocation shall become permanent upon SANBAG Board of Directors approval of a classification action.

IX. RECLASSIFICATION

When the duties of an existing position have changed substantially, the Board of Directors may reclassify the position appropriately to a new or existing classification. A technical title change is not a reclassification. Reclassification requires approval from the SANBAG Board of Directors. Reclassifications are normally done with the adoption of the fiscal year budget but may be done at other times.

A. Appointment to Reclassified Position

No incumbent shall have a right to be appointed to a reclassified position. Reclassified positions are subject to open recruitment. The Executive Director may waive the competitive recruitment when the incumbent from the reclassified position has been performing the duties for more than ~~1040 service hours~~ **6 months**.

B. Request for Reclassification

Supervisors may submit a request for reclassification to the Director of Management Services who shall review the duties and responsibilities and range scale, and subsequently provide a recommendation to the Executive Director.

C. Reclassification Resulting in Upgrade

A change in the title of a position accompanied by an assignment of the position to a higher salary range constitutes an upgrade reclassification. Incumbents are not automatically promoted to the upgraded position, but must compete through an examination and appointment process. The Executive Director may waive the competitive examination process based upon a review of the job requirements and the skills and experience of the incumbent.

If the incumbent is appointed to the reclassified position, the employee shall be compensated at the amount in the new salary range that comes nearest to but not less than five per cent higher than the rate he/she held in the previous salary range. Evaluation dates change to ~~1040 service hours~~ **6 months in position** from effective date of new classification ~~and 2080 service hours thereafter~~ **followed by a second evaluation as specified in Policy 10115, and then annually in July of each year.**

D. Reclassification Resulting in Downgrade

A change in the title of a position accompanied by an assignment of the position to a lower salary range constitutes a downgrade reclassification. When an employee occupies a position that has been downgraded, the employee shall be considered for any open position equivalent to his/her prior position. Equivalent position is defined as one requiring all of the following: 1) the same kind and amount of experience; 2) the same degree of skills, knowledge, and abilities; and 3) a salary level no higher than the employee's former position.

If the employee remains in the downgraded position:

1. The employee's new salary at the lower grade shall be placed at a level that yields a salary closest to, but not less than, the current salary. The employee's evaluation date shall not change.
2. The Executive Director may approve an "ex-step" when the position is reclassified to a lower salary range and the incumbent is appointed to the reclassified position. The ex-step is a fixed salary amount higher than the top level in the approved range. An ex-step occurs when a position is downgraded, and the employee in the downgraded position is at a higher salary than the highest level of the new salary range. An employee in an approved ex-step is ineligible for any further salary advances until such time as the salary range is either adjusted so that the ex-step salary is no longer higher than the approved range or the position is reclassified to a higher level.

E. Effective Date of Reclassification

The effective date of reclassification shall coincide with the first workday of a pay period after the Executive Director authorizes the reclassification.

X. REVIEW OF POSITIONS FOR REORGANIZATION

Whenever a unit or department is reorganized (reorganization affects more than one position), the Executive Director may review the positions within the unit or department. Regular employees shall be placed in equivalent positions within the affected unit or department if positions are available.

- A. When the reorganization results in new/changed positions, the rules on reclassifications shall apply.
- B. Provisions governing layoff shall apply (refer to Policy 10118) when the reorganization results in a surplus of employees or when an employee no longer meets the required job standards and qualifications of the new/revised position.
- C. Unless the Executive Director grants a waiver, employees with regular status promoted to an upgraded position shall be required to serve a probationary period, where applicable, in the new position consistent with rules governing probation.
- D. Incumbents not appointed to the upgraded position may be considered for an equivalent open position, retained in the position as a downgrade or an underfill, or be laid off.

XI. SALARY RANGE ADJUSTMENTS

- A. Salary comparisons are periodically performed in an attempt to insure that the salary levels offered by SANBAG are competitive with similar organizations for similar jobs in the same market area.
- B. Adjustments to salary ranges may be approved as a result of salary comparisons to insure SANBAG's competitiveness. These considerations are market based and do not deal with employee performance or time-in-service issues. These adjustments do not affect timing for consideration of increases.
- C. If salary range adjustments result in additional opportunity for salary increases, the employee may be eligible for advancement upon next evaluation date. If, in such a circumstance, the employee has been at the top of the range for a period of one year or more, and the new salary range is higher than the employee's current salary, the employee immediately becomes eligible for advancement, based upon performance evaluation and recommendation by the supervisor.

XII. EMPLOYEE RECOGNITION PROGRAM

The Executive Director is authorized to administer a SANBAG Employee Recognition Program for regular employees.

An Employee Recognition Program shall be structured to:

- Recognize model behaviors and contributions of employees.
- Highlight specific achievements by individuals or team endeavors at all levels in the organization.
- Communicate the value of employee performance and achievement held by the organization.
- Motivate employees and increase job satisfaction.
- Serve as retention strategy for valued employees.

XIII. REVISION HISTORY

Revision No.	Description of Changes	Adopted
0	New Policy adopted by the Board of Directors.	08/07/91
1	Policy revision adopted by the Board of Directors. Revised paragraph on support staff increases to remove "...and may be given a one-step increase, based on merit, six months following probation...".	07/01/92
2	Changed "Executive staff" to "Senior management" throughout text. Changed "6 months" to "1040 work hours" and "one year" or "annual" to "2080 work hours" throughout text. Para. I: Revised. Para. II: REFERENCES: Added. Para. III: Revised. Para. IV: Added Para. V: Revised. Para. VI through XIII: Added.	01/09/02
3	Par VIII.A.2.b through e: Added new text on Administrative/Professional Group classification series ranges and steps.	05/05/04

	Par. VIII.A.3: Added new text on Senior Management ranges.	
4	Par. VIII.A.1: Deleted "...satisfactory completion of probation...". Par. VIII.B. Example: Deleted "...the probationary period of ..." and added "...upon recommendation of the supervisor...".	09/13/06
5	Par. IV. DEFINITIONS: Revised definition for "service hours".	10/04/06
6	Deleted "step" and replaced with "rate", "amount", or "level" as appropriate throughout policy. Par. III.C: Deleted last sentence. Par. IV: Deleted definition of "Step". Par. V: Deleted "range and step schedule". Par. VI: Deleted last sentence and added "Generally, the midpoint of a salary range is the level at which a competently performing..." Par. VIII.A.2.d: Deleted. Par. VIII.A.2.e: Deleted. Par. VIII .A.4: New section added "The Executive Director is authorized to approve advancement within a range up to 5%..."	06/02/10
7	Par. III.A and V: Added references to policies on the salary plan and employee benefits. Par. V: Added reference to Policy 10122. Par. VIII: Revised to change from using service hours (1040 service hours and 2080 service hours) to determine performance evaluation due dates to using 6 months in position and second evaluation as described in Policy 10115. Also revised to get all employees on an annual performance evaluation schedule in July, the start of each new fiscal year. Par. IX: Revised to change from service hours (1040 service hours and 2080 service hours) based evaluation schedule to one based on months as described in Policy 10115.	

San Bernardino Associated Governments	Policy	10115
Adopted by the Board of Directors August 7, 1991	Revised	DRAFT 9/8/10 6/4/03
Performance Evaluation Plan	Revision No.	3 2

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[Purpose](#) | [Policy](#) | [References](#) | [Objectives](#) | [Frequency and Process](#) | [Below Standard Performance](#) | [Appeal](#) | [Revision History](#) |

I. PURPOSE

The purpose of this policy is to describe SANBAG's formal performance evaluation plan.

II. POLICY

The Executive Director or the Director of Management Services as his/**her** designee shall be responsible for the administration of a formal performance evaluation plan for all employees.

III. REFERENCES

Policy 10107, Compensation Administration
Policy 10110, Employment Status and Classification
Policy 10116, Termination of Employment
Procedure 10115, Performance Evaluations

IV. OBJECTIVES

Performance evaluation is required in order to evaluate an employee's work performance. Evaluations are helpful:

- To supervisors and the Executive Director in regularly reviewing an employee's productivity, attitude, work relationships, growth on the job, and in recognizing an employee's special talents, capabilities, and achievements.
- To employees in knowing how well they are performing or in knowing if they need to take corrective actions to meet performance requirements.

The performance evaluations provide a written record of employee performance to support personnel decisions ~~and salary step advancements~~.

V. FREQUENCY AND PROCESS**A. Frequency**

1. Supervisors are responsible for writing performance evaluations as required to communicate and document employee performance. Employee performance evaluations are required as shown in the following table. ~~Refer to Policy 10107 for definition of service hours.~~

Frequency of Evaluation	New Employee	Promoted Employee	1 Reclassified Employee	2 Regular Employee
At 520 Service Hours in Position (approximate 3 months), evaluation only, no salary action.	X	X	X	-
At 867 Service Hours in Position (approximately 5 months), evaluation may result in salary increase. 6 months in position; evaluation may result in salary increase.	X	X	X	
12 months in position from start date, for non-exempt employees to determine the end or extension of probation; evaluation only, no salary action.	X	X	X	
At 2080 Service Hours in Position (approximately 12 months), evaluation/end of probation (if applicable). Second evaluation will occur either on the first or second July following the 6 months in position evaluation. This depends on when the 6 months evaluation was completed – first July (if completed in July through December) or second July (if completed in January through June).	X	X	X	X
Every 2080 Service Hours in Position (approximately 12 months) after the first 1040 service hours in position; may result in salary increase. Subsequent evaluation following the 6 months evaluation and the second evaluation, will occur annually in July; evaluation may result in salary increase.	X	X	X	X

¹Refer to Policy 10107, Compensation Administration.

²Refer to Policy 10110, Employment Status and Classification.

2. Except for general **Agency** salary increases, employees shall receive performance evaluations in advance of all salary adjustments, ~~step advancements~~, and reclassifications.
3. At a minimum, each employee should receive an annual performance evaluation.
4. Supervisors may complete additional performance evaluations at any time it is deemed to be appropriate to counsel and document employee performance.
5. Employee evaluations may or may not be associated with consideration of salary action. Refer to Policy 10107 for guidelines on adjusting individual salaries.

B. Process

1. Supervisors are responsible for preparing the performance evaluation document, signing it, having it reviewed by the Executive Director, and then presenting it to the employee, no later than two weeks in advance of the last day of the evaluation period. Refer to Procedure 10115.
2. At the end of the performance review with the employee, the supervisor provides the employee with an opportunity to comment on the performance evaluation. The employee may provide comments on the performance evaluation document or may submit comments in an attachment, to be provided to the supervisor within three days of the performance evaluation.

If the employee will be submitting an attachment, the supervisor shall so note on the performance evaluation document. After obtaining the employee's signature, the supervisor will provide the

employee with a photocopy of the evaluation document. After the three days have passed, the supervisor shall submit the performance evaluation with any employee's comments/attachments to the Director of Management Services. Refer to paragraph VII on appealing a performance evaluation.

C. Record

Original performance evaluation documents with signatures of the supervisor, **the director**, the Executive Director, and the employee, become a permanent part of the employee's **personnel** file. Special performance evaluation documents shall follow the same process and become a permanent part of the employee's **personnel** file.

VI. BELOW STANDARD PERFORMANCE

A. When an evaluation of an employee's performance indicates the performance is **below established standards unsatisfactory**, the supervisor must provide reasonable advance notice to the employee that his/her performance is below standard.

If the employee is a probationary employee, refer to Policy 10110 for information on extending the probationary period and to Policy 10116 for information on termination.

B. The supervisor shall counsel a regular employee and give him/her a minimum of **520 service hours 3 months prior to date of an evaluation step increase** to improve performance. The supervisor will retain a record of the counseling and provide a photocopy to the employee.

VII. APPEAL

An employee may appeal a performance evaluation to the Executive Director without prejudice. The employee should annotate the request for appeal on the performance evaluation document before signing it. The appeal must be made, in writing, within three (3) workdays after the performance evaluation.

The employee may attach his or her statement to the performance evaluation for filing.

The Executive Director will consider the appeal and document his **any** finding for the employee's personnel file. The Executive Director's decision shall be the final decision on the appeal.

VIII. REVISION HISTORY

Revision No.	Description of Changes	Adopted
0	Adopted	
1	<ul style="list-style-type: none"> - Changed "annual" to "2080 service hours" and six months to "1040 service hours" and "three months" to "520 service hours". - Added paragraph headings and edited text throughout, for clarity. - Par. I. PURPOSE: Added. - Par. II. POLICY: Revised references from "Director of Finance & Administration" to "Director of Management Services" and simplified policy statement. - Para. III. REFERENCES: Added. - Para. IV. OBJECTIVES: Changed "... constantly reviewing..." to "... regularly reviewing..."; added last sentence. - Para. V.A: Added. - Para. V.B.1: Revised - Executive Director reviews evaluation and approves it before the supervisor presents it to the employee – previous release had the Executive Director reviewing the evaluation after the supervisor and employee had signed it. - Para. V.C: Added title of "Record" and revised paragraph. - Para. VI: Added references to Policy 10110 and 10116. - Para. VII. APPEAL: Added last paragraph. 	08/07/91 01/09/02
3	Par. V: Revised table "At 867 Service Hours (approximately 5 months) Evaluation may result in salary increase", by deleting the words "probation end, if applicable" after Evaluation. Par. V: Revised table to add "At 2080 service hours in Position (approximately 12 month), Evaluation/End of Probation (if applicable)" and added X, where applicable.	6/4/03
4	Par. V.A.: Removed all references to "service hours" and "step advancements"; added language to reflect change in practice from using "service hours" to calculate performance evaluation dates to using "6 months in position" and "12 months in position"; removed requirement for performance evaluation at 520 service hours. Par. V.C: Changed "employee's file" to "employee's personnel file" for clarification. Par. VI: Changed "below established standards" to "unsatisfactory" and changed "520 service hours" to "3 months".	

- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
 ■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 6

Date: September 8, 2010

Subject: Executive Director Authority for Procurements

Recommendation: * Approve amendments to Policy 11000 increasing the Executive Director's authority for approving sole source procurements from \$25,000 to \$50,000 and approving assorted non substantive changes to improve the clarity of the policy as shown on the attached Exhibit A.

Background: On December 3, 2008 the SANBAG Board approved an amendment to Policy 11000 increasing the Executive Director's authority for approving purchase orders from \$25,000 to \$50,000. The intention at the time was to apply this change of authority uniformly for all types of procurement and purchases. However, the item approved by the Board in December 2008 inadvertently missed amending section VII.D.2 concerning sole source procurements. That specific section was left at \$25,000. The proposed amendment increases that authority to \$50,000 and makes the policy consistent.

In addition to this substantive change, staff is taking this opportunity to make various non-substantive changes that improve the clarity of the policy and make the policy consistent with recent organizational changes at SANBAG.

Financial Impact: This item has no financial impact.

Reviewed By: This item will be reviewed by the Administrative Committee on September 8, 2010.

Responsible Staff: Duane A. Baker, Director of management Services

Approved
 Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.

ADM1009c-DAB

Attachment:

Policy11000REV.DRAFT

Exhibit A

San Bernardino Associated Governments	Policy	11000
Adopted by the Board of Directors	January 3, 1997	Revised 9/8/10 12/3/08
Contracting and Procurement Policy	Revision No.	12 11

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I. PURPOSE

This policy establishes contracting and procurement standards to guide the selection of the most qualified firms to perform services to the best advantage of the Agency. It provides guidance to SANBAG staff with respect to policy considerations adopted by the SANBAG Board of Directors.

II. REFERENCES

[Policy 10025](#), Guidelines for Agenda Materials

III. POLICY

All contracts, including contracts for construction projects, leases of real property, professional services, and service and maintenance contracts, shall be processed according to the following policies.

IV. CONTRACT TYPES

SANBAG may enter into a variety of contract types, each of which may be subject to different rules as a function of state and/or federal law and SANBAG policy. The different contract types and rules affecting them are specified in this policy.

A. Professional Services Contracts

1. SANBAG may, from time to time, enter into agreements with private firms or other agencies to perform ongoing services. Such contracts are geared toward the performance of specific functions on a continuing or as-needed basis, as opposed to the completion of a clearly specific scope of work or preparation of a discrete work product.

Examples of professional services contracts are for legislative advocacy, legal counsel, program management, and construction management.

2. When selecting private firms to perform such services, this type of contract must be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services at a fair and reasonable price to SANBAG.

Such selection shall take into consideration prior experience of the firm and/or representatives, understanding of work to be completed, knowledge of the working environment, and particular skills and expertise of the firm and/or representatives proposed for the function.

B. Product Specific Professional and Technical Services Consultants

1. SANBAG may enter into contracts for the preparation of specific designs, studies, reports, or work products. These contracts are defined by very specific scopes of work and discrete work products, set periods of performance, and negotiated costs.

Examples of product specific professional services contracts are those for architectural reports, historic surveys, engineering report, and feasibility studies.

2. When selecting private firms to perform such services, this type of contract must be awarded based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services at a fair and reasonable price to SANBAG.

Such selection shall take into consideration prior experience of the firm and project managers, organization of the project tasks, understanding of tasks to be completed, understanding of project goals, knowledge of the working environment, and particular skills and expertise of the firm and/or managers proposed for the project.

C. Public Works/Construction Contracts

SANBAG may enter into contracts for public works or specific construction. These contracts are subject to the California Public Contracts Code and must be awarded to the lowest responsible bidder. Examples of this type contract are for roadways, bridges, signals, and other public works projects.

D. Leases of Real Property

SANBAG may, from time to time, enter into contracts for the leasing of real property belonging to SANBAG or leased for use by SANBAG. Examples of this type contract are for office space occupied by SANBAG staff, lease of rail rights-of-way owned by SANBAG not immediately required for rail operations; or other short-term project specific leases.

E. Purchase Orders

1. The purchase order procedures are developed for efficiency in processing transactions where services and supplies are clearly specified and provide for expedient delivery of products and services. Purchase orders are binding documents that establish a vendor's acceptance of the offer and mutually agreed upon terms and conditions, expected performance, and consideration for performance.
2. Products and services for amounts less than \$50,000 in any fiscal year, other than purchase and lease of real property and employment contracts, may be purchased using purchase order procedures.
3. The Executive Director, or his/her designee, is authorized to approve Purchase Orders up to an amount of \$50,000. Purchase Orders over \$50,000 or exceeding a cumulative amount of \$50,000 in any fiscal year **must be approved requires approval** by the Board of Directors.
4. All procurements for supplies and services approved by the Executive Director, or his/her designee, in excess of \$5,000 shall be routinely reported to the Board of Directors.

V. STANDARD PROCEDURES

The SANBAG standard practice shall be that:

- A. Contracts shall be required for construction projects, roadwork, purchase or lease of real property, and all employment contracts.
- B. All contracts shall be reviewed by legal counsel prior to presentation to the Board for approval.
- C. All contracts shall specify a period of performance, description of the function to be performed, total contract amount, and appropriate performance standards.
- D. All contracts shall contain a standard non-discrimination clause.
- E. When utilizing state and federal funds requiring more rigorous or different standards than applied by these policies, such standards will prevail. SANBAG is responsible for ensuring that such standards are met and/or are included in appropriate contracts.
- F. The maximum term for standard SANBAG contracts, unless otherwise authorized by the Board of Directors, shall be for three years.
- G. Special consideration is required in the instances of a formal competitive process resulting in only one bidder. In those instances, SANBAG staff shall evaluate factors relative to the competitive process, including adequacy of notification to qualified competitors, requirements of the RFQ/RFP, the amount of time provided to respond to the RFQ/RFP, adequacy of the one proposal received, and urgency. After such an analysis, the Executive Director shall make a recommendation to either accept or reject the proposal. Each circumstance will require consideration of facts relevant to the specific solicitation and work to be performed.
- H. All contracts, contract amendments, and memoranda of understanding **must be approved requires approval** by the Board of Directors, unless otherwise authorized by the Board of Directors. In order to

prevent delays that would result in negative impacts to SANBAG projects and/or programs, SANBAG staff will provide sufficient time for SANBAG Policy Committees and the Board of Directors to appropriately review and consider staff recommendations for approval of contracts and contract amendments. Refer to Policy 10025.

- I. In the event of significant time constraints, extenuating circumstances, or emergencies when approval is required, either the Administrative Committee or the Plans and Programs Committee is authorized to approve contracts in excess of \$25,000, **subject to with notification to the Board of Directors ratification**. ~~Ratification~~ **Notification** shall be ~~obtained~~ **made** at the next regularly scheduled meeting of the Board of Directors following such approval **(by the Administrative Committee or the Plans and Programs Committee)**.
- J. The SANBAG President is the officer designated to sign contracts on behalf of the organization, unless otherwise authorized by the Board of Directors. In the absence of the SANBAG President, the SANBAG Vice President is authorized to sign contracts on behalf of the organization.

VI. PUBLIC WORKS CONTRACTS

Public Works Contracts over \$6,500 shall be awarded based upon a competitive process as governed by California Public Contracts Code.

VII. SUPPLIES AND SERVICES CONTRACTS

SANBAG shall maintain a ~~listing~~ of vendors who have expressed an interest in doing business with the Agency. The ~~listing~~ shall include the vendor's primary contact for competitive processes and the vendor's field of expertise as stated by the vendor.

A. Supplies and Services Competitive Processes

1. **Informal Competitive Procurement**: Informal competitive procurement procedures will generally be used for purchases in excess of \$5,000 but not exceeding \$25,000. The following general procedures, depending upon the type of purchase, should be used for informal competitive procurement:
 - a. A telephone survey for quotations will generally be taken for purchases of goods and services. In such cases, the buyer specifically identifies the item being purchased. Award of a purchase order will be to the lowest responsive responsible bidder whose bid conforms to the requirements.
 - b. Informal Requests for Quotes or letters may be required if the goods or services being requested require bidders to have more detail. SANBAG will issue a Request for Quotation to a limited number of firms/individuals. Award of a purchase order will be to the responsible bidder whose bid conforms to the requirements and is most advantageous to SANBAG as to price and other factors considered.
 - c. Use of electronic quotation systems operating within San Bernardino County is authorized.
 - d. SANBAG will document results of all such informal procurement actions.
2. **Formal Competitive Procurements - Request for Proposal/Request for Qualifications**: The formal Request for Proposal (RFP)/Request for Qualifications (RFQ) process is used to solicit proposals for services in excess of \$25,000 and for solicitation of proposals less than \$25,000 in instances where this process is deemed appropriate.
 - a. The RFP/RFQ process is a competitive procurement process that requires evaluation of offeror's proposal and qualifications. This competitive procurement process does not require award to the lowest bidder.
 - b. This process applies to professional services contracts and product specific professional and technical consulting contracts, including engineering, environmental, surveying, construction management, and architectural services. These contracts shall be awarded based upon demonstrated competence and on the professional qualifications and capabilities necessary for the performance of services required at a fair and reasonable price to SANBAG.

- c. SANBAG will provide complete RFP packages to vendors identified as providing the specific services being requested in the RFP/RFQ either by mail or other methods.
- d. SANBAG will maintain a control record as RFP packets are distributed indicating the date and time of distribution. The record shall contain the names and addresses of offerors receiving the proposal invitations and attendance at pre-proposal conferences, if held. The control record shall be used as a mailing list for the issuance of addendums and as a verification record in the case of vendor protests.
- e. Pre-proposal conferences will be held, when appropriate, to discuss the basic requirements such as instructions to the offerors, funding, contract type, evaluation criteria, and specific points that should be addressed in each proposal.
- f. ~~Included in the RFP/RFQ, will be the question if their firm was ever terminated from a contract~~
The question "Has the firm ever been terminated from a contract?" will be included in the RFP/RFQ. If so the answer is "Yes", the firm will be required to describe the facts and circumstances in detail.

3. Formal Competitive Procurements - Request for Bids

- a. The competitive sealed bid method of procurement is used for purchases in excess of \$25,000:
 - 1). When a complete, adequate and realistic specification or purchase description is available;
 - 2). Two or more responsible suppliers are willing and able to compete effectively; and
 - 3). The procurement lends itself to a firm-fixed price contract and the election of the successful bidder can be made on the basis of price.
- b. A control record will be maintained as invitations for bids are distributed indicating the date, time, and/or place of distribution or notice. The record shall contain the names and addresses of offerors receiving the proposal invitations or posting of the notice. The control record shall be used as a mailing list for the issuance of notices relative to the request for bids and as a verification record in the case of vendor protests.
- c. Award of a contract shall be made to the responsive, responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price.

B. Consultant Selection Process

- 1. Authorization to circulate Request for Proposals (RFP)/Request for Qualifications (RFQ).
SANBAG Staff will obtain Board of Directors approval prior to circulation of any RFP/RFQ.
- 2. Preparation and distribution of RFP/RFQ. SANBAG staff and/or contract staff will prepare the scopes of work and the RFP/RFQ.
- 3. Appointment of Selection Team. The Board of Directors, Policy Committees and/or SANBAG staff shall appoint a selection team. A representative of SANBAG member jurisdictions or representatives of SANBAG counterpart agencies shall be invited to participate in the selection of contractors and consultants, when appropriate. In the instance of SANBAG Major Projects contracts, the selection team shall consist of two (2) Caltrans representatives and three (3) representatives from member or counterpart agencies, or members of the Board of Directors or their designees. Members of the selection team shall be appointed with reference to the discipline involved and the location of the project. When possible, SANBAG staff shall participate in the entire selection process.
- 4. SANBAG Staff. As used in this policy, the term "SANBAG staff" refers to full-time employees of SANBAG.
- 5. Responses to Queries. Numerous inquiries are typically received during the circulation period for any RFP/RFQ. Relevant information will be provided, and pre-proposal conferences will be held, when appropriate, to discuss the basic requirements such as instructions to offerors, funding, contract type, evaluation criteria, terms, scope, and the selection process. The names of the selection team are often requested. Relevant technical information will be provided, but names of the selection team shall not be made available prior to formal interviews.
- 6. Short-listing. Short-listing is the most important part of the process. Narrowing the list to a small set of qualified firms greatly reduces the likelihood of making a poor selection. Ensuring an adequate

short-list is therefore very important. Members of the selection team shall review and evaluate all responses to establish a short list of the most highly qualified firms in preparation for formal interviews.

For SANBAG Major Projects contracts, SANBAG staff and/or contract staff shall review all the statements of qualifications and prepare a single qualitative evaluation for each firm's response to the RFP/RFQ that includes evaluative comments and rationale. Besides the normal criteria, the evaluative comments will focus especially on the following points:

- Understanding of the project
- Management structure of the project team
- Project approach

This summary evaluation will then be forwarded to the actual selection team for their reference and use. The summary evaluations will be advisory only, and will not provide a ranking or numeric scoring of submittals. Each member of the team must then perform an independent review of the responses. The Director of ~~Freeway Construction~~ **Project Delivery** will then convene the selection team to prepare the short list.

7. **Interviews.** The selection team shall convene to interview the short-listed firms. For SANBAG Major Projects contracts, one contract staff member shall be designated as *ex officio* member to participate during the interview process in questioning and discussion, but shall have no vote, and will not attempt to influence the decision. This will ensure adequate technical expertise and perspective from SANBAG's program interests.
8. **Debriefing.** An essential part of the selection process is the debriefing of firms that were either not short-listed or not selected. Members of the selection team shall designate one member to meet with unsuccessful proposers to explain the selections that have been made and to offer recommendations for improving future proposals. Contract staff will not participate in the debriefing.

These procedures are intended to ensure that only highly qualified firms matching SANBAG's needs will be selected.

C. Major Projects Negotiating Guidelines

The SANBAG Major Projects Task Force adopted guidelines on May 3, 1995, relative to Major Projects Negotiating Guidelines. Those guidelines shall provide guidance to SANBAG staff in negotiating professional services and product specific professional and technical services consultants. After following those guidelines, where staff, after diligent effort, cannot recommend a contract with the highest ranking firm due to an inability to negotiate a fair and reasonable price, negotiations will be initiated with the second highest ranking firm and proceed to a contract recommendation.

D. Sole Source Process

In those specific instances when it may be necessary or prudent to enter into sole source contracts, specific approval shall be required.

1. All sole source contracts shall be governed by the following guidelines:
 - a. Sole source contracts may be recommended for approval upon a finding of appropriateness and that it is in the best interest of the agency to do so.
 - b. Contracts may be recommended for approval on a sole source selection based upon a requirement for unique qualifications, the existence of significant time constraints, and/or in certain instances of demonstrated experience.
 - c. Any recommendation for approval of a contract for which a competitive process has not been completed shall contain justification for the lack of competition.
 - d. Any recommendation to the Board of Directors for sole source procurement must be specifically called out in the agenda item and shall be placed on the discussion calendar.
2. The Executive Director, or his/**her** designee, shall approve sole source procurements up to **\$25,000 \$50,000**, using the guidelines outlined in this section. Such sole source procurements shall be routinely reported to the Board of Directors.

VIII. LEASING OF REAL PROPERTY

- A. ~~The SANBAG Board of Directors shall approve all lease agreements resulting from a call for bids. All lease agreements resulting from a call for bids require approval of the SANBAG Board of Directors.~~
- B. The call for bids shall be posted in at least three (3) public places for not less than 15 days and published for not less than two weeks in a newspaper of general circulation. The highest proposal for the proposed lease submitted in response to a call for bids shall be accepted, or all bids shall be rejected.
- C. Leases for a period not exceeding ten years and having an estimated monthly rental of not more than \$5,000 may be excluded from the bidding procedure specified in the preceding paragraph ~~11000.8.B VIII.B~~ above. ~~Leases excluded from the bidding procedure specified in paragraph 11000.8.B but~~ shall be subject to the following requirements.
1. Notices requesting offers to lease SANBAG property shall be posted in the SANBAG offices. Notices shall also be mailed or delivered at least 15 days prior to accepting offers to lease to any person who has filed written request for notice with SANBAG. Such requests to receive notices shall be renewed annually. Notice shall be published as provided in Government Code Section 6061.
 2. Notices requesting offers to lease SANBAG property shall describe the property proposed to be leased, the terms of the lease, the location where offers to lease the property will be accepted, the location where leases will be executed, and any SANBAG officer authorized to execute the lease.
 3. The Executive Officer, or his/her designee, is authorized to approve and execute leases exempted from the bidding procedures specified in the preceding paragraph ~~11000.8.B VIII.B~~.
 4. Leases exempt from the bidding procedures specified in the preceding paragraph ~~11000.8.B VIII.B~~ are not renewable except by approval of the Board of Directors after a competitive process.
- D. The SANBAG Board of Directors' approval is required on all leases of real property for use by SANBAG, except that the Executive Director, or his/her designee, is authorized to lease real property for a term not to exceed three years and for a rental not to exceed \$2,500 per month. The Executive Director, or his/her designee, is authorized to amend real property leases for improvements or alterations with a total cost not to exceed \$2,500, provided that the amendment does not extend the term of the lease and that no more than two amendments, not exceeding \$2,500 each, are made within a 12-month period.

IX. AMENDMENTS TO CONTRACTS

From time to time, it may be necessary or convenient to amend contracts. All contract amendments ~~shall be approved~~ require approval by the Board of Directors unless otherwise provided by action of the Board of Directors. Amendments may relate to all contract components of the various contract types: terms and conditions, period of performance, compensation and fee, scope of work, or functional responsibility.

A. Professional Services Contracts

1. In those instances where it has been determined that professional services are required beyond the term of the existing contract, the standard practice shall be for the contract to be reviewed prior to the end of the contracted performance period and assessed relative to: (1) the scope and continued need for the function performed, (2) the adequacy of performance under the contract, and (3) other terms and conditions of the agreement.

In certain instances, SANBAG professional services contractors are required to work closely with other public agency partners and SANBAG member jurisdictions. When such a professional services contract is being considered for revised scope or extension, SANBAG will solicit input from the representatives of those public agencies on the performance, demeanor, and timely implementation of work performed by the contractor.

2. Based upon the demonstrated competence and on the professional qualifications of the contractor and upon the particular project needs, professional services contracts may be recommended for extension or be recommended for re-competition.
3. Re-competition for professional services contractors serves to assess the competitive market conditions relative to expertise and pricing for services and may be prudent on a periodic basis. However, where professional services relate to specific on-going projects or levels of unique

qualifications, skills, and experience, it may be appropriate to extend such contracts without re-competition. Staff shall analyze each contract based upon the specific project needs and include justification for such recommendation to the Board of Directors.

4. In those instances where it may be prudent for SANBAG staff to recommend against a renewed competitive process, the decision for lack of renewed competitive process may include the following instances:
 - a. When the amendments are the result of an increase in the scope of work for the same project, wherein the qualifications and experience required to perform the new tasks were clearly examined as part of the prior competitive process.
 - b. When, on the basis of a specific finding or competitive process prior to approval of the original contract, the contractor was determined to be the most qualified and responsive to undertake the work addressed by the contract amendment.
 - c. Where the contractor, based upon findings presented to the Board **of Directors**, of (1) specific qualifications, (2) unique knowledge of the project, or (3) unique knowledge of the work required, is found to be preeminently positioned to perform the work.

B. Product Specific Professional and Technical Services Consultant Contracts

1. The Board of Directors may periodically approve amendments to product specific professional and technical services consulting contracts contingent upon contractor performance and negotiation. Amendments may address all contract components, but typically relate to increased cost, the period of performance to accomplish the project, or adjustments to the scope of work.
2. Amendments to increase the cost and/or period of performance of an established scope of work are approved as a matter of prudence and necessity. These result from increased difficulty or range of work effort to accomplish the defined scope. Examples requiring such amendments include actions in response to review comments, the imposition of new state or federal regulations, various design complications, and other factors generally beyond the consultant's control and not anticipated during the initial cost proposal.

C. Public Works/Construction Contracts

1. Amendments and change orders to Public Works/Construction contracts shall comply with the California Public Contracts Code.
2. The Director of ~~Freeway Construction~~**Project Delivery** is authorized to approve Construction Change Orders on all SANBAG Construction Contracts up to the authorized contract contingency amount and subject to the limitations imposed by Section 20142 of Public Contract Code. Change orders approved by the Director of ~~Freeway Construction~~**Project Delivery** will be presented monthly for review and ratification by the Major Projects Committee. In the event that the \$150,000 limitation of Public Contract Code Section 20142 must be exceeded, prior approval of the SANBAG President will be obtained.

X. STANDARD OF ETHICS

- A. No SANBAG employee shall solicit, demand or accept from any person anything of a monetary value for or because of any action taken, or to be taken, in the performance of his or her duties. An employee failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by SANBAG, including possible dismissal.
- B. No SANBAG employee shall use confidential information for his or her actual or anticipated personal gain, or the actual or anticipated personal gain of any other person related to such SANBAG employee by blood, marriage, or by common commercial or financial interest. An employee failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by SANBAG, including possible dismissal.

XI. REVISION HISTORY

Revision No.	Revisions	Adopted
0	New Policy. Adopted by the Board of Directors	01/03/97

1	Modified Para. 11000.10	01/07/98
2	Modified Para. 11000.7.2	01/07/98
3	Deleted & replaced Para. 11000.7.3	01/07/98
4	Added Para. 11000.10 B	03/04/98
5	Modified Para. 11000.10	06/03/99
6	-Added Para. 11000.7.2.f -Modified Para. 11000.7.3.5.B -Modified Para. 11000.9.3.2	09/01/99
7	-Added new Para. 11000.5.G -Re-identified Para. 11000.5.H (was Para. 11000.5.G) and revised to add "...or the Plans and Programs Committee . . ." -Re-identified Para. 11000.5.I (was Para. 11000.5.H) -Moved Para. 11000.7.5.3 to new paragraph 11000.7.5.1.d and added "...and shall be placed on the discussion calendar." -Added Para 11000.12 REVISION HISTORY	07/05/00
8	-Revised Par. 11000.2 DEFINITIONS to REFERENCES and added Policy 10025, Guidelines for Agenda Materials. -Revised Paragraphs 11000.5.H and 11000.5.I -Re-numbered original Par. 11000.5.I to 11000.5.J -Deleted Par. 11000.10 POLICY GOVERNING DISADVANTAGED BUSINESS ENTERPRISES; re-numbered original Paragraphs 11000.11 and 11000.12 to 11000.10. and 11000.11.	01/09/02
9	Par. IX.A.1: Added additional paragraph "In certain instances, SANBAG professional services contractors are required to work closely with other public agency partners...". Re-formatted paragraph numbering to match current policy format, e.g., 11000.1 PURPOSE changed to I. PURPOSE.	07/02/03
10	Eliminated the Local Preference Policy – Paragraph VII.C; subsequent paragraphs VII.D and E renumbered to VII.C and D.	11/07/07
11	Par. IV.E.2 and 3: Increased the Executive Director's authority for approving Purchase Orders from \$25,000 to \$50,000.	12/03/08
12	Revised the "Director of Freeway Construction" to "Director of Project Delivery". Par. VII.D.2: Increased the Executive Director's authority for approving sole source procurements from \$25,000 to \$50,000. All other changes in language were made for clarity.	

Minute Action

AGENDA ITEM: 7

Date: September 8, 2010

Subject: State & Federal Legislative Update

Recommendation:*

- 1) Adopt a SUPPORT position on H.R. 5766; and
- 2) Receive and file the State & Federal Legislative Update.

Background: *H.R. 5766 – “The PACE Assessment Protection Act of 2010”*

SANBAG’s City/County Manager Technical Advisory Committee (CCMTAC) has unanimously recommended that the SANBAG Board take a support position on H.R. 5766, “The PACE Assessment Protection Act of 2010.” This bill allows local jurisdictions across the country to resume participating in Property Assessed Clean Energy (PACE) programs. PACE is becoming an increasingly popular mechanism to finance clean energy projects through voluntary property assessments. Establishing PACE assessment districts can spur the growth of clean energy industries in a particular region while enabling local homeowners and businesses to make improvements to their facilities. Rather than paying for the costs of energy enhancements up-front, property owners can spread the costs over 10-20 years and ensure that the value of the improvements is maintained if the home or business is sold.

PACE programs are authorized in by state law in more than 20 states, including California. The City of San Bernardino is interested in developing a PACE district that possibly includes multiple cities and is exploring possible institutional arrangements in cooperation with the County. However, a recent decision by

Approved
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE		CMA	
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Check all that apply.
 ADM1009a-AH

Fannie Mae and Freddie Mac has resulted in the halting of all PACE programs across the country. Fannie and Freddie have asked lenders to avoid PACE-assessed properties due to a lack of underwriting standards and fears that there is too much risk to lenders if a PACE borrower defaults and the PACE lien must be repaid first. This position has puzzled many, as the Obama Administration has been a staunch supporter of PACE programs, even investing money into such programs from the American Recovery & Reinvestment Act (ARRA).

H.R. 5766 will provide a statutory requirement that Fannie and Freddie develop underwriting criteria that will allow PACE programs to continue. The bill has received several dozen co-sponsors and Senator Boxer has introduced similar legislation in the Senate.

SANBAG staff concurs with the CCMTAC recommendation to adopt a support position on H.R. 5766 to support the development of clean energy industries in San Bernardino County while providing incentives for homeowners to make improvements that will increase the value of their properties and reducing the cost to maintain and operate them.

State Legislative Update

The regular session of the State Legislature has adjourned without a budget deal. Lawmakers rejected budget bills authored by the Governor and by Democrats on the final day of the session with widespread perception that final deal is still far from reality. However, in the final week of the session the Legislature dispensed with hundreds of bills. At the time this agenda item was written, all votes had not been completed, thus a verbal summary of major transportation bills and bills that SANBAG has registered a position on will be presented to the Administrative Committee.

Financial Impact: This item has no direct impact on the proposed budget.

Reviewed By: This item is scheduled for review by the Administrative Committee on September 8, 2010.

Responsible Staff: Aaron Hake, Director of Legislative Affairs

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. SANBAG staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

San Bernardino Associated Governments



MISSION STATEMENT

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993
Reaffirmed March 6, 1996